FAST Guidelines for Entering Fleet Data

The FAST (Federal Automotive Statistical Tool) system was developed to assist fleets in meeting the data reporting requirements of Executive Order 13149 *"Greening the Government Through Federal Fleet and Transportation Efficiency,"* The Energy Policy Act of 1992, as amended by the Energy Conservation Reauthorization Act of 1998 (Public Law 105-388), and the General Services Administration's SF82 "*Agency Report of Motor Vehicle Data*", and the Office of Management and Budget's Circular A-11 *"Preparation, Submission and Execution of the Budget"*. Data collected through the FAST will satisfy all of these requirements.

A. Logging on to FAST

Once you receive your login ID and password via e-mail you may begin to use the system. If you have not yet received your login information, you need to contact your FAST Agency Trainer. They will assist you. If you have received your login information through e-mail, you may begin by following the steps below.

1. Login to the FAST program by going into your Internet browser (Internet Explorer, Netscape Navigator, or Firefox) and keying in the URL http://fastweb.inel.gov in the address window at the top of the screen. Enter your FAST Login ID and Password, then click on the **Login** button.

2. You may be required to change your password during your first FAST system entry. Click on the **Change Password** link and change your password. The FAST system will not allow you to input certain combinations of characters, in keeping with password protocols intended to prevent unauthorized use of this system. The FAST system's help documentation has more detailed information about these password requirements.

B. Entering Data

1. To begin entering data, click on the **Fleet Data** tab. A list of Fleet names will appear.

2. Click on the **name of the Fleet** for which you wish to enter data.

3. **In the FY 2005 Report Header – Section 1 Fleet Information**, ensure the Fleet Information is correct. Be sure to check for the following:

   a. **Locale:** Select either Foreign or Domestic.

   b. **Exemption:** Select the appropriate exemption (if any) for this fleet: Fleet Size, Geographic, non-MSA Operation. Click the help icon for assistance in determining if your fleet should be considered EPACT exempt. Leave blank if your fleet is covered under EPACT.

   c. **State and Zip Code:** Supply the state and zip code for the actual location of the local fleet (e.g., motorpool zip code). This information will be used to assist you in determining whether your fleet can take advantage of geographic exemptions. This need not be the same zip code for the contact information of the submitting official. **NOTE:** If your fleet is a consolidated fleet of vehicles in more than one state, leave these fields blank.

4. **In the FY 2005 Report Header – Section 2 Submitter's Contact Information:** The submitting official is the primary person responsible for the data. This should be the person to contact with any questions regarding the data entered and will typically be the Fleet Manager. Choose the applicable contact from the drop-down "Name" box, and FAST will complete the header information for you. If the contact information needs to be updated, do so; when the **Save Report Header** button is clicked the FAST user database will be updated with your changes. If the appropriate individual is not yet in the system enter their information, click the **Save Report Header** button. Click on the e-mail link to automatically send the contact their FAST user ID and password.

   NOTE: The header information *(name, address, phone, and e-mail)* is for the Submitting Fleet Official's work location information **NOT** the fleet location information.

After entering the requested information, click on the **Save Report Header** button. The Submitting Official Approval should remain **Not Yet Approved** until all fleet data has been entered and verified.

5. Click on the respective red icon buttons (■) for each of the Section I, II, and III reports to enter data. The status of the report(s) should not be changed to **Complete** (☑) until all data has been entered and verified. Please fill out the information described below for the Section I, II and III Reports. Agency Fleet managers will approve this information before it is forwarded to DOE/GSA/EIA. You may save this work while it is in process by clicking the save button on each report. A "comment" section is available at the bottom of each report. When you are satisfied the data is complete toggle the "Complete" button on each report to forward it to your approving official.

NOTE: After all data is entered and verified, and the "Complete" radio button is toggled on each of the input forms (or "reports") described below, you (as the submitting individual) must run the submitted data through the FAST system's data validation logic using the "Generate and view data validation report" link that appears between the Report Header section and the Report Section Status block. The FAST system will attempt to validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified. An example of the type of problem that this validation might catch: having 10 CNG 4x2 pickups in Acquisition Actuals, and only having 8 in Inventory Actuals. All vehicles acquired (received) during the fiscal year should show in BOTH the Acquisition Actuals and Inventory Actuals. Alternatively-fueled vehicles ordered but NOT RECEIVED prior to October 1, should be entered as part of the Acquisitions Actuals for this FY, but do not include it in your inventory. Ensure that you do not double-count these vehicles *next* year – add it as part of your inventory and not as next year's acquisitions. This will allow your fleet to take advantage of acquisition EPACT credits in this fiscal year. Only after all of the items identified during this validation have been resolved should you toggle the **Submitting Official Approval** state from "Not Yet Approved" to "Approved" – this signifies that all of the data for this individual fleet has been reported, validated, and approved.

For Section I Reports – *Inventory Actuals, Acquisition Actuals/Planned/Projected/Forecast, and Disposal Planned/Projected/Forecast.* Section I compiles vehicle inventory, acquisition, and disposal data.

- *1a. Inventory Actuals* – Enter vehicles in your operating inventory as of the last day of FY2005. All vehicles must be reported by their state distribution to comply with EPACT 1992 (See column (a) in figure 1 below). If all vehicles in the row are used in a law enforcement ("LE") capacity (see the FAST Help System for definition of "law enforcement" and for a discussion of "covered law enforcement" vehicles), indicate this by selecting the appropriate entry in column (b). Any armored vehicles should be designated by the appropriate armor level (Types I through IV or "S" for special armor) in column (j) of the Section I input forms; for non-armored vehicles, leave this selection in its default blank state. After defining each row use the **Add** button to save each row. Likewise, you may click the edit icon (📝) or the delete icon (✗) as needed to modify previously saved changes.

- *1a,b,c,d. Acquisition Actuals, Planned, Projected, Forecast:* Enter vehicles **acquired** this year (Actuals) or for future years (as appropriate). Select the appropriate LE-related designation for the vehicles on each row in column (b). Any light duty vehicle acquisitions in covered fleets that can be declared exempt based on their operation outside of MSAs should be designated by checking the appropriate box in column (c) of this form. Select the appropriate armor level for the acquisitions on each row in column (j). Vehicle acquisitions do not have to be reported by state.

- *1b,c,d. Disposal Planned, Projected, Forecast:* Enter vehicles that are targeted for disposal for each of the three future years (as appropriate). Select the appropriate LE-related designation for the vehicles on each row in column (b). Select the appropriate armor level for all estimated disposals in each row in column (j). Vehicle disposals to not have to be reported by state.

- When all data has been entered, reviewed, and verified, click on the "**Complete" radio button**, then click on **Save and Return to Status Screen** to save your changes.

Vehicle Inventory Data

	State ?	LE ?	Non MSA ?	Vehicle Type ?	Fuel Type ?	Comm	GSA	Owned	Comments	Arm ?	Action
				VEHICLE DESCRIPTION		**# IN OPERATING INVENTORY**					
						Leased					
	a	b	c	d	e	f	g	h	i	j	k
1	AR	Yes		HD	GAS DE	5	10	15	HD LE Vehicles		📝 ❌
2	AR	No		LD Pickup 4x2	GAS DE	2	3	4	Another comment		📝 ❌
3	AR	Yes		LD SUV 4x2	GAS DE	1	2	3			📝 ❌
4	AR	Covered		Sedan/St Wgn Midsize	E85 FF	0	6	0	Ford Taurus	A	📝 ❌
5	AR	No		MD SUV	DSL DE	0	0	3			📝 ❌
6					**TOTAL:**	8	21	25			❌❌
7		No ▼	☐	▼	▼					▼	Add

Figure 1: Section I input screen

For Section II Reports – *Actual Vehicle Cost/Mileage Data by Vehicle Type* (see Figure 2 below)

- Enter the cost data and mileage for **Agency-owned Vehicles**: indirect costs, maintenance costs, depreciation, acquisition costs, and miles traveled. Note that fuel cost information will be shown based on data entered on Section III forms (see below); if you have not yet supplied this fuel cost and consumption data, these values will be shown as $0.

- Enter the cost data and mileage for **GSA-leased Vehicles**: indirect costs, lease costs, acquisition costs, and miles traveled. Note that fuel costs for GSA-leased vehicles are assumed to be included within the lease costs for those vehicles.

- Enter the cost data and mileage for **Commercially-leased Vehicles**: indirect costs, maintenance costs, lease costs, acquisition costs, and miles traveled. As with agency-owned vehicles, fuel cost information will be shown based on data entered on Section III input forms (see below).

- Enter the corresponding cost data for the law enforcement and armored **subsets** of the entire fleet on the corresponding rows within each section. Note that as the armored and law enforcement costs and mileage are subsets of the corresponding portion of the entire fleet, these values must be less than the costs and mileage for the entire fleet. The Section II data entry forms will not allow you to supply values larger than the corresponding portion of the entire fleet for these subsets.

- Click on the "**Complete" radio button** when all data has been entered, reviewed and verified, then click on **Save and Return to Status Screen** to save your changes.

1. Costs/Mileage Associated with Agency-owned Vehicles

Vehicle Model	Indirect	Maintenance	Depreciation	Lease	Fuel [1]	Total Operating Costs	Acquisition Costs	Miles Traveled
a	b	c	d	e	f	g	h	i
Sedans & SW	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
Ambulances	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
Buses	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
LD Trucks (4x2)	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
LD Trucks (4x4)	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
MD Trucks	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
HD Trucks	$ 0	$ 0	$ 0	n/a	n/a	$0	$ 0	0
Totals	$0	$0	$0	n/a	0	$0	$0	0
Law Enforcement	$ 0	$ 0	$ 0	n/a	0	$0	$ 0	n/a
Armored Vehicles	$ 0	$ 0	$ 0	n/a	0	$0	$ 0	n/a

Figure 2: Section II input screen

For Section II Reports – *Planned/Projected/Forecast Vehicle Cost Data*

- If you are required to submit out-year cost projection data for your fleet, enter the operating cost increases, operating cost decreases, acquisition costs, and proceeds from disposals for your entire fleet, the law enforcement subset of the entire fleet, and the armored subset (if any) of your entire fleet for each section (agency-owned, GSA-leased, and commercially-leased).

- Click on the **Complete** button after the data has been entered and verified.

- Click on the **Save and Return to Status Screen** to save your changes.

1. Costs Associated with Agency-owned Vehicles							
Vehicles	2005 Operating Cost	Operating Cost Increases	Operating Cost Decreases	2006 Operating Cost	Acquisition Costs	Proceeds From Disposals	Notes
a	b	c ?	d ?	e	f ?	g ?	h
Entire Fleet	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	Operating costs for agency-owned vehicles typically include some or all of the following:
Law Enforcement Vehicles	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	
Armored Vehicles	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	• Indirect costs • Maintenance costs • Fuel costs

Figure 3: Section II cost projection input screen

For Section III Reports – *Actual Fuel Cost/Consumption by Fuel Typ*e. See Figure 4.

- Fill out the questions located at the top of the input screen using the instructions provided.

- Fill out the fuel costs and consumption amounts for the fuel types consumed by your fleet (see figure 4 below). Identify any diesel or gasoline fuel consumed by law enforcement vehicles using the "DSL LE" and "GAS LE" fuel designations, to ensure that this fuel is appropriately accounted for in FAST's E.O. 13149-related fuel consumption calculations. Identify any diesel or gasoline fuel consumed by emergency/emergency response vehicles using the "DSL E/ER" and "GAS E/ER" fuel designations. Identify fuel consumed, if any, in armored vehicles by checking the **Armored** checkbox in column (g) of the input form. After defining each row use the **Add** button to save each row. Likewise, you may click the edit icon ( ) or the delete icon ( ) as needed to modify previously saved changes.

- Click on the **Complete** button after the data has been entered and verified.

- Click on **Save and Return to Status Screen** to save your changes.

- **Note:** You may enter **either** the number of natural units of fuel consumed during the FY or the *Gasoline Gallon Equivalents (GGEs)* for GSA-Leased, Commercial-Leased, and Owned vehicles. Indicate with the radio button whether you are entering natural units or GGE values. FAST will automatically calculate the other column (natural units or GGE) after you save the row of data.

Fuel Cost/Consumption												
State ❓	Fuel Type ❓	Cost ❓	Natural Units ❓			Arm	Comment	GGE ❓				Action
			GSA-Leased	Comm-Leased	Owned			GSA-Leased	Comm-Leased	Owned	Total	
a	b	c	d	e	f	g	h	i	j	k	l	m
1 FO	CNG 2400	$ 345	45	65	0			8	11	0	19	📝❌
2 FO	CNG 2400	$ 4,534	456	0	45			82	0	8	90	📝❌
3	DSL LE	$ 456	567	0	0			646	0	0	646	📝❌
4	CNG	$ 15	20	0	0			16	0	0	16	📝❌
5	TOTAL:	$ 5,350	1,088	65	45			752	11	8	771	❌❌
6	[dropdown]					☐		⦿ NU ○ GGE				Add

Dropdown options: B100, B20, CNG, CNG 2400, CNG 3000, CNG 3600, DSL, DSL E/ER, DSL LE, E85, ELE, GAS, GAS E/ER, GAS LE, LNG, LPG, M85

Figure 4: Section III input screen

After Finishing Data Entry

- After all Section Reports have been toggled to "Complete" (✅), you (as the submitting individual) must run the submitted data through the FAST system's data validation logic using the "Generate and view data validation report" link that appears between the Report Header section and the Report Section Status block. The FAST system will attempt to validate all data and generate a list of any identified problems requiring attention. Each separate item will have a link to the section of the report where the problem was identified.

- Review the FAST Data Quality/Consistency Report by clicking on the corresponding link or icon (🅀) within the Section IV block of the Report Status screen. This report includes several year-to-year consistency checks and data completeness checks for the current year's data. You should closely review any items highlighted within this report to ensure that the corresponding data is correct and complete.

- After all validation errors have been corrected and all report data has been reviewed and verified, click on the **Submitting Official Approval Status Approved** radio button. (Approving the report releases it for approval by the Regional or Agency Approver.)

- All data has now been stored and sent for approval. You may now return to the FAST main menu and logout by clicking on the **Logout** link in the upper right corner of the header of the FAST page.

C. Available Helps

There are several ways to get online help for the FAST system.

1.   Upon logging into the system, you may be presented with the "**What's New?**" screen. You can dismiss this screen from subsequent logins if you prefer – but when new information is added you will be presented with the screen again when you log in. Additionally, you can select **What's New?** from the **Help** tab in the FAST to review information about important updates to the FAST system or other announcements.

2. Frequently asked questions are available from **Help** tab **i**n the FAST – click on the **Frequently Asked Questions (FAQ)** link to access this helpful system.

3. The **FAST Help System** is accessed by clicking on the **FAST On-line Help System** link on the **Help tab** in the FAST. You can also click on the ⍰ icon on many of the FAST input forms within the FAST website to see an embedded pop-up help screen.

4. If additional assistance is needed, you may contact your **FAST Agency Trainer**, shown at the bottom of each page within the FAST. A link to the **Agency Help Desk List** is also available on the FAST Login screen.